

Families

Families are groups that you can create within your membership as a way to keep a central record of a family's contact information.

You can use the families function to record the subscription paid by a family group. Note that when you tick that a family has paid this will filter into each of the members who you have grouped in that family.

You can create a family two ways:

Families - click the Create button.

Families My Club Club Members Change Contact Address **Families** Memberships Applications Transfers Awards

Search

Name ↑	Family Email	Family Home Phone
Allen Family		04 9381512 <input type="checkbox"/>

From here the create screen will open and you can name the family and enter their contact information. The family home phone and email fields are the main point of contact for that family.

Create ×

General

Name * Family Home Phone

Family Email

Postal Address

Address Line 1

Address Line 2

Address Line 3

Suburb

City

There is space to enter the subscription details for the family. For example, you may enter the type of subscription (your club may have a family subscription) and/or tick that subs have been paid or when the family was invoiced.

Subscriptions

Club Subscription Type	Billing Reference
<input type="text"/>	<input type="text"/>
Invoiced Date	Subs Paid Date
<input type="text"/> 	<input type="text"/> 
Invoiced <input checked="" type="radio"/> No <input type="radio"/> Yes	Subs Paid <input checked="" type="radio"/> No <input type="radio"/> Yes

Clicking Submit will save the family and take you back to the families section.

To edit the family that you have created and add the administrator, members and memberships in the family, click on the arrow next to their name and select edit from the drop down list.

Name ↑	Family Email	Family Home Phone
Allen Family		04 9381512 
The Ah Far Family		04 2332037

 View Details

 Edit

The edit form will appear.

The administrator in a family is the main contact.

- Add administrator - click the associate button.
- Add member - click the associate button.
- Add memberships - click the associate button (note that this look up will only search for active memberships).

Members – use the shortcut from your list of members.

Scroll through your members until you find someone who you would like to be an administrator of a family.

Click the arrow at the end of their name and select Create Family from the dropdown menu.

First Name ↑	Last Name	SLSNZ ID Number	Birthdate	Home Phone	Personal Email	
Georgia		91434	27/01/2007			⌵
Georgia		85578	12/04/2008			⌵
Georgia		62062	03/10/1996			⌵
Georgia		55720	12/09/1996			⌵
Georgia	McLaren	69233	13/10/1992			⌵
Georgia		81491	16/07/2000			⌵

View Details

Edit

Create Family

Once you have completed this action you will return back to your members section. You will need to navigate to the Family section to find your family in order to edit their details and add members.

Name ↑	Family Email	Family Home Phone	
Allen Family			⌵
The Ah Far Family			⌵
The Georgia McLaren Family			⌵

View Details

Edit

Note: when you create a family via the members section the default name appears in the families section as 'The <full name> Family'. This is something you can change when you open up the family to edit it.

To remove a member from a family you need to open up the family record by clicking the arrow by the family name and selecting edit.

Go to the administrators/members/memberships section and scroll across to find the arrow at the end of their name.

Select disassociate from the dropdown menu that will appear

Members

Create Associate

Member	Birthdate	Home Phone	Mobile Phone	Personal Email	
	13/10/1992	04 4780366	027 8196130	georgie_pie_123@hotmail.com	⌵

View Details

Edit

Disassociate